

ADMINISTRATIVE-INTERNAL USE ONLY

14 January 1974

MEMORANDUM FOR : Mr. B. C. Evans, Jr.
Executive Secretary

SUBJECT : Nominations for E Career Service Panels

You have asked each of the component offices within the DCI area to nominate candidates for the chairmanship of the five GS-15 and below panels to be established within the E Career Service. My nominations for this chairmanship - or membership - on these respective panels are as follows:

(1) Panel A -

[Redacted]

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(2) Panel B -

directs my Publications component and is hence the best available person to nominate for this position.

(3) Panel C - Since the purpose of this panel is to make competitive ratings of various kinds of legal officers, I do not have an appropriate candidate. None of my assistants would be properly qualified to assess the professional expertise of the officers this panel will be ranking.

(4) Panel D - For similar reasons, I do not think it would be appropriate for us to nominate a chairman or member of this panel.

(5) Panel E - [Redacted] the National Intelligence Officer for Western Europe.

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STAT

[Redacted]
George A. Carver
D/DCI/NIO

O/DCI/NIO:GACarver/hs
Orig - Addressee
1 - D/NIO ✓
1 - NIO/RI

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23-7167/1
10 December 1973

MEMORANDUM FOR: Inspector General
General Counsel
Legislative Counsel
Deputy to the DCI for the Intelligence Community
Deputy to the DCI for the National Intelligence
Officers
Comptroller

SUBJECT : E Career Service

1. GENERAL. The Director is head of the E Career Service and has asked that a Career Management Program and Evaluation System be established to assist him and the Executive Secretary in discharging their responsibilities within the System. This memorandum outlines a system which is also designed to support Office Heads in the discharge of their line responsibilities within the E Career Service.

2. POLICY. All members of the E Career Service at the level of GS-6 and above will be evaluated at least annually in comparison with contemporaries at the same grade level using criteria developed by a Career Service Panel. The product of the evaluation process shall be a ranking of individuals. This ranking shall be an important consideration in determining recommendations for promotion, reassignment, and training. Promotion through grade 6 will be noncompetitive and will be effected upon the recommendation of the Office Head and determination by the AO/DCI that sufficient headroom is available.

3. RESPONSIBILITIES.

a. (GS-16 and above) The Director will approve all personnel actions at the level of GS-16 and above including promotion to grade 16. To assist him, a Senior Career Service Panel is established consisting of each addressee. The Chairman shall be appointed by the Director and will be rotated among the members on an annual basis. This panel is responsible for advising the Director on matters of general concern, compiling appropriate rankings, and submitting recommendations on promotions, assignments, and training.

b. (GS-15 and below) Per HN 1-99, the Executive Secretary is the E Career Service approving officer for all actions involving personnel at the level of GS-15 and below. To assist him in this function, five career service panels are established. Chairmen of each are to be nominated by addressees and appointed by the Director to serve a one-year tour. There will be at least two and no more than three Panel members nominated by the Chairmen and approved by the Executive Secretary. Panels will make competitive rankings on personnel in their functional area and make recommendations on promotions, assignments, and training to the Executive Secretary and addressees.

(1) Panel A will encompass the following occupational skills: Staff Assistant, Secretary Steno, Secretary Typing, Secretary, Clerk Steno, and Legislative Specialist.

(2) Panel B will encompass the following occupational skills: Intel Assistant, Clerk, Info Control Spec, Info Control Assistant, Info Control Clerk, Records Analyst, Correspondence Specialist, Printing and Publications Assistant, Admin Assistant, Clerk Typist, Pubs Unit Supervisor.

(3) Panel C will encompass the following occupational skills through grade 15: Assistant General Counsel, Attorney Advisor, Assistant Legislative Counsel, and Legislative Research Assistant.

(4) Panel D will encompass the following occupational skills through grade 15: Auditor, Accountant, Accounting Clerk, Program Analyst, and Budget Officer.

(5) Panel E will encompass the following occupational skills through grade 15: Intel Officer-Gen, Intel Off-Prod Eval, Requirements Off, Intel Anal-Gen, Estimates Officer, and Inspector.

c. First line supervisors are responsible for providing basic career counseling to employees. Matters which cannot be resolved at the basic supervisory level shall be referred to the Office Head, Executive Secretary, or Director as appropriate.

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d. Each E Career Service employee is responsible that a current assignment preference form is on file with the AO/DCI. Forms will be submitted annually through the appropriate office head to the AO/DCI who will make them available as required to the Career Panels. The AO/DCI will also provide personnel management data, statistical surveys, personnel studies, and other administrative support as required by the DCI, the Executive Secretary, or the various Panels. This support by the AO/DCI to E Career Service management will be in addition to the normal support functions he currently provides addressees.

B. C. Evans, Jr.

B. C. Evans
Executive Secretary

cc: AO/DCI
Assistant to the Director
D/Personnel
Secretary, CIA Management Committee

O/ES:sfc

Distribution:

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